



## **INTERNATIONAL AFFAIRS BOARD**

### **FRIENDSHIP CITIES PROGRAM**

#### **ANNUAL REPORT**

By December 15<sup>th</sup>, each Friendship City must finish and submit an annual report to the International Affairs Board (IAB) detailing the organized interactions between the IAB and the Friendship City for that calendar year. The report must include, at minimum, the following information:

1. Name and country of the Friendship City.
2. Contact information for the coordinating organization in the Friendship City.
3. A description of any activities and organized cooperation between the Friendship City and the IAB during the past year.
4. Any questions or concerns that may have risen over the course of the past year. If any, also included must be a description of steps taken to resolve said issues and a brief explanation of the results.
5. A forecast of plans intended to further strengthen the relationship between the IAB and the Friendship City over the next year.
6. Any additional information pertinent to this relationship that the Friendship City would like to share with the IAB.

Any questions regarding the annual report should be directed to the chair of the IAB prior to the December 15<sup>th</sup> submission deadline. Upon completion of the document, the sponsoring organization shall submit the report to the chair of the IAB for review and presentation to the full International Affairs Board.